

8 October 1985

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

THROUGH: Chief, Operations Group

FROM:
Chief, Daily Reporting DivisionSUBJECT: LWOP Request,

1. This memorandum requests approval of 300 hours Leave Without Pay for Daily Report part-time editor GS-08.

2. has been a FBIS employee since early 1983, beginning in the Publications Staff and transferring to the Daily Report in July 1984. She is being hospitalized for surgery on 30 October, with convalescence expected to take six to eight weeks. She has insufficient accrued sick leave and has requested LWOP to cover the entire period of absence from duty.

3. is a strong and dependable performer on the Daily Report. I recommend approval of her request.

APPROV: Director, Foreign Broadcast Information Service11 OCT 1985

Date

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SUBJECT: LWOP Request

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FBIS/Ops/DIR [redacted] (8 Oct85)

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